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14 November 1949

Acting Chief, Fiscal Division
Administrative Staff

Foreign Service Regulations Pertaining to Travel

1. This office is desirous of receiving seven (7) copies of each Transmitting Memorandum issued by the State Department and pertaining to the Section 103.600 series of the Foreign Service Regulations. The service should begin with issuances dated July 1949 and continue.

2. It is understood the request should be directed to the following address:

Division of Organization
Room 1443, Annex 3
State Department
Washington 25, D. C.
Attention: Mrs. Moreland

3. Upon receipt of the material, please have it forwarded to:

Chief, Fiscal Division
Room 225, Central Building

4. This memorandum should not alter existing arrangements with respect to Foreign Service data secured by your office for distribution to other Agency activities.

5. Your cooperation in this matter is appreciated.



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